eVision

Degree Ceremonies

User Manual for College Staff

Version 0.06

DRAFT

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1. Introduction

This manual covers all the processes which College staff will need to carry out using eVision to manage degree ceremony arrangements for their students.

Pre-requisites

This manual assumes a basic knowledge of using a computer, keyboard and mouse and basic web browser knowledge.

Data Protection and Accessibility

Full details of the University data protection policy can be accessed at http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml.

Full details of the Student Systems Accessibility policy can be accessed at http://www.admin.ox.ac.uk/studentsystems/accessibility/

Objectives

This manual will help you to:

- Understand the Degree Ceremony Process
- Run the Allocation Report and ensure that your College's final year students are listed
- View University Holds
- Apply and Remove College Holds
- View ceremony bookings
- View student requirements
- View changes to student requirements
- Add MAs and historic graduands to a waiting list

Conventions used in this Manual

	Indicates additional useful information.
	Indicates an important piece of information, take particular care to read the information in these boxes.
Bold Text	Indicates menu names and window titles.
[F4]	Keys on your keyboard are indicated in **bold text** enclosed in square brackets **[ ]**.
File > Open	Moves through a navigation path are indicated with a **>.** In this case you would click on the **File** menu, then select **Open**

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2. The Degree Ceremony Process

From October 2012 the process for booking students onto a degree ceremony will be changing. It will no longer be the responsibility of the College to book their students onto a ceremony, instead students will be able to book onto a ceremony on-line using eVision. In future the number of ceremonies will be increased so that those who were unable to attend a ceremony previously (historic graduands) should now be able to book onto the event of their choice. Current Undergraduate (UG) and Post Graduate Taught (PGT) students who are in their final year will have until the beginning of Trinity term to book onto a ceremony, after which they will have to compete with historic graduands and MAs, on a "first come first served" basis.

Research students will be invited to book onto a ceremony once they have been awarded Given Leave to Supplicate.

College Staff will be able to view the students' bookings and arrangements, view University Holds, such as Proctors Holds, and apply or remove College holds.

Historic graduands and MAs will continue to contact their College with their preferences. The College will then add their names to a waiting list and the Degrees Conferals Office will allocate them to a ceremony, taking their preferences into account whenever possible.

Any queries regarding the Degree Ceremony process should be directed to **degree.conferrals@admin.ox.ac.uk**.

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3. Accessing eVision

Introduction

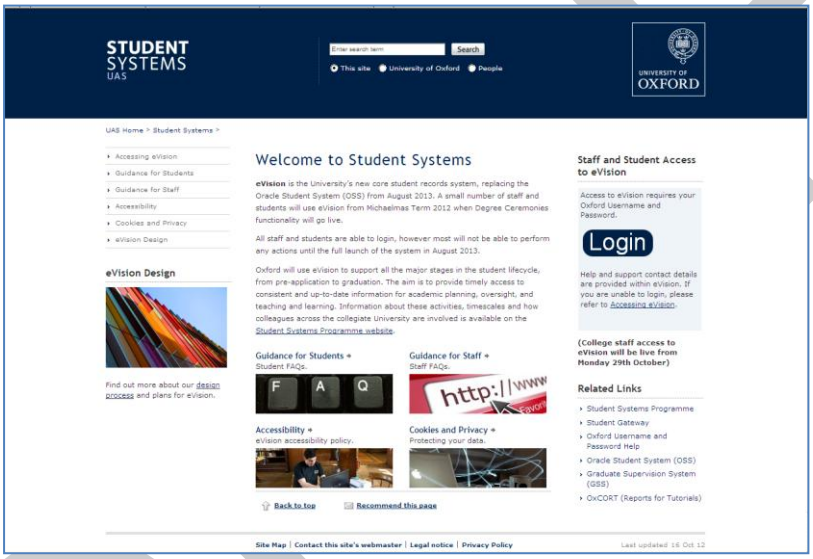
eVision is a web application which interfaces with SITS (Student System) and enables staff and students to manage their records.

In order to access eVision you will need to have been issued with a WebAuth account (this is the Oxford University Single Sign-On system, for further information see: http://www.oucs.ox.ac.uk/webauth/). Your WebAuth username will usually take the form of four characters followed by four numbers e.g. 'abcd1234'. If you have not been issued a WebAuth username you will need to contact IT Services. For further information about this visit http://www.ict.ox.ac.uk/oxford/username/.

Logging into eVision

- Open your preferred web browser. Any modern browser may be used.
- Enter the web address: www.admin.ox.ac.uk/studentsystems.

This will take you to the Student Systems home page.


STUDENT SYSTEMS
UAS
Search
This site
University of Oxford
People
UNIVERSITY OF OXFORD
Welcome to Student Systems
eVision is the University's new core student records system, replacing the Oracle Student System (OSS) from August 2013. A small number of staff and students will use eVision from Michaelmas Term 2012 when Degree Ceremonies functionality will go live.
All staff and students are able to login, however most will not be able to perform any actions until the full launch of the system in August 2013.
Oxford will use eVision to support all the major stages in the student lifecycle, from pre-application to graduation. The aim is to provide timely access to consistent and up-to-date information for academic planning, oversight, and teaching and learning. Information about these activities, timescales and how colleagues across the collegiate University are involved is available on the Student Systems Programme website.
Staff and Student Access to eVision
Access to eVision requires your Oxford Username and Password.
Login
Help and support contact details are provided within eVision. If you are unable to login, please refer to Accessing eVision.
(College staff access to eVision will be live from Monday 29th October)
Related Links
Student Systems Programme
Student Gateway
Oxford Username and Password Help
Oracle Student System (OSS)
Graduate Supervision System (GSS)
OxCORT (Reports for Tutorials)
eVision Design
Guidance for Students
Guidance for Staff
Accessibility
Cookies and Privacy
Back to top
Recommend this page
Site Map | Contact this site's webmaster | Legal notice | Privacy Policy

- Click on Login
- The Single Sign-on login box will be displayed

University of Oxford Single Sign-On Login
The service you have requested is accessed via the University of Oxford Single Sign-On system.
Username: e.g. abcd0123
Password: Forgotten password?
Login Help
Please enter your Oxford username and password then click the "Login" button.
Not yet activated? [Activate a new account]
I don't know what to do!
Oxford University Computer Usage Rules and Etiquette

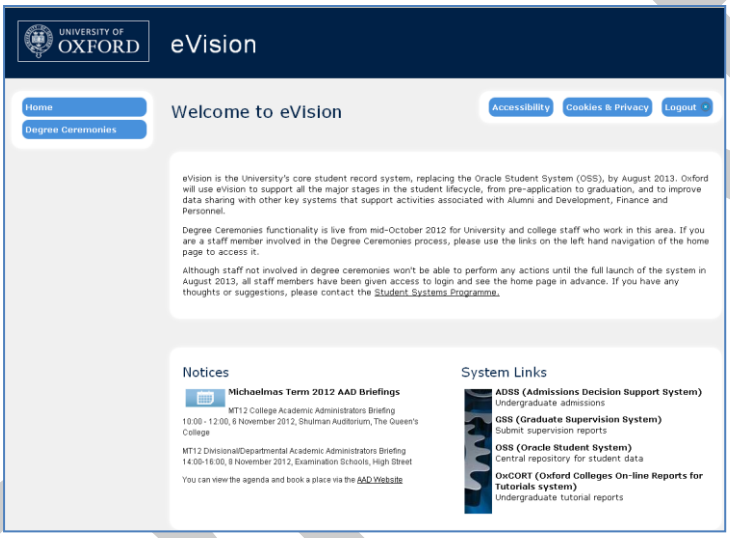
- Enter your Single Sign-on user name and password
- Click on

A confirmation message will be displayed

University of Oxford Single Sign-On Confirmation
The service you have requested is accessed via the University of Oxford Single Sign-On system.
Service: www.evision.ox.ac.uk
You are logged in as user admn1046. [Not you?]
Continue to www.evision.ox.ac.uk
For complete security you should always close down your web browser [How?] once you have finished working.
Why is this page here?
Oxford University Computer Usage Rules and Etiquette

- Click on

You will then be directed to the eVision Home Page. The options displayed down the left hand side of this page will depend upon your access to the system.


UNIVERSITY OF OXFORD
eVision
Home
Degree Ceremonies
Welcome to eVision
Accessibility
Cookies & Privacy
Logout
eVision is the University's core student record system, replacing the Oracle Student System (OSS), by August 2013. Oxford will use eVision to support all the major stages in the student lifecycle, from pre-application to graduation, and to improve data sharing with other key systems that support activities associated with Alumni and Development, Finance and Personnel.
Degree Ceremonies functionality is live from mid-October 2012 for University and college staff who work in this area. If you are a staff member involved in the Degree Ceremonies process, please use the links on the left hand navigation of the home page to access it.
Although staff not involved in degree ceremonies won't be able to perform any actions until the full launch of the system in August 2013, all staff members have been given access to login and see the home page in advance. If you have any thoughts or suggestions, please contact the Student Systems Programme.
Notices
Michaelmas Term 2012 AAD Briefings
MT12 College Academic Administrators Briefing
10:00 - 12:00, 6 November 2012, Shulman Auditorium, The Queen's College
MT12 Divisional/Departmental Academic Administrators Briefing
14:00-16:00, 8 November 2012, Examination Schools, High Street
You can view the agenda and book a place via the AAD Website
System Links
ADSS (Admissions Decision Support System)
Undergraduate admissions
GSS (Graduate Supervision System)
Submit supervision reports
OSS (Oracle Student System)
Central repository for student data
OxCORT (Oxford Colleges On-line Reports for Tutorials system)
Undergraduate tutorial reports

Logging out of eVision

- Click on

A confirmation screen will be displayed

System Message
A system message relating to your current request is displayed below -
You have successfully logged out of eVision. Proceed with Single Sign-On Logout

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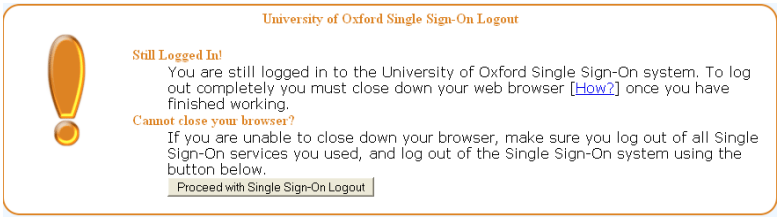
- To log out of Single Sign-on
- Click on Proceed with Single Sign-On Logout

A final confirmation screen will be displayed


University of Oxford Single Sign-On Logout
Still Logged In!
You are still logged in to the University of Oxford Single Sign-On system. To log out completely you must close down your web browser [How?] once you have finished working.
Cannot close your browser?
If you are unable to close down your browser, make sure you log out of all Single Sign-On services you used, and log out of the Single Sign-On system using the button below.
Proceed with Single Sign-On Logout

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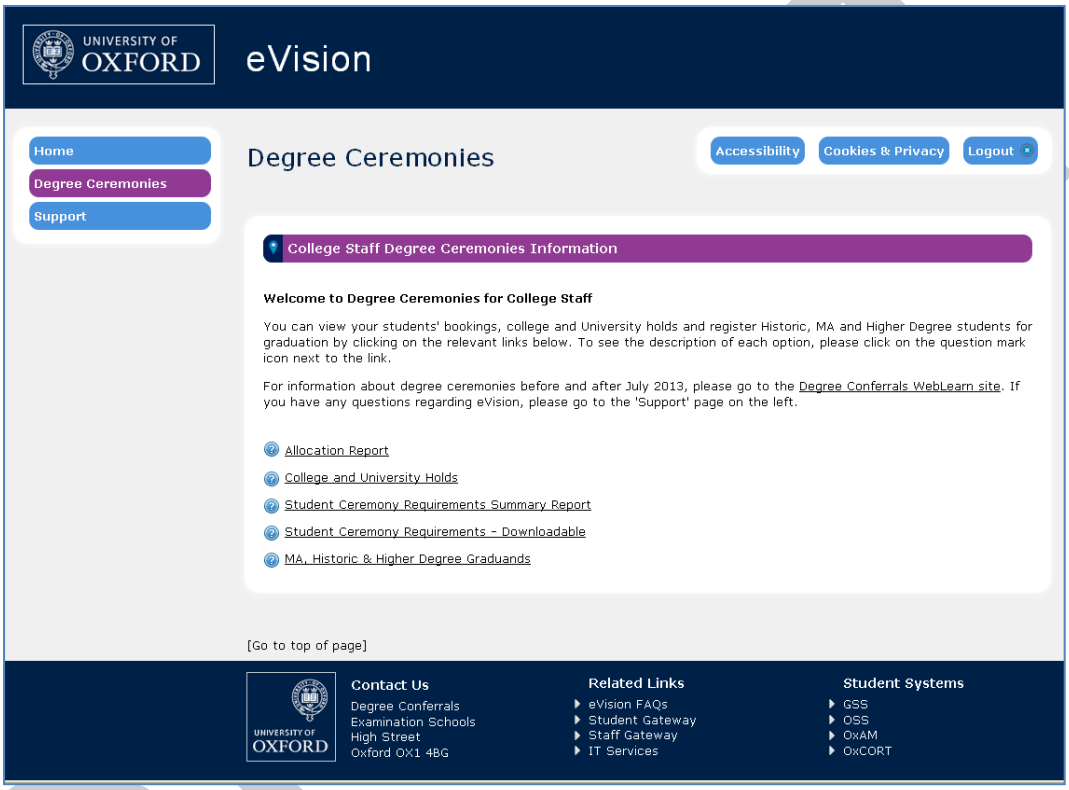
4. Accessing the Degree Ceremonies Functions

- Click on the link to **Degree Ceremonies** on the left hand side of the screen.

The Degree Ceremonies menu items will be displayed


UNIVERSITY OF OXFORD
eVision
Home
Degree Ceremonies
Support
Degree Ceremonies
Accessibility
Cookies & Privacy
Logout
College Staff Degree Ceremonies Information
Welcome to Degree Ceremonies for College Staff
You can view your students' bookings, college and University holds and register Historic, MA and Higher Degree students for graduation by clicking on the relevant links below. To see the description of each option, please click on the question mark icon next to the link.
For information about degree ceremonies before and after July 2013, please go to the Degree Conferrals WebLearn site. If you have any questions regarding eVision, please go to the 'Support' page on the left.
Allocation Report
College and University Holds
Student Ceremony Requirements Summary Report
Student Ceremony Requirements - Downloadable
MA, Historic & Higher Degree Graduands
[Go to top of page]
Contact Us
Degree Conferrals
Examination Schools
High Street
Oxford OX1 4BG
Related Links
eVision FAQs
Student Gateway
Staff Gateway
IT Services
Student Systems
GSS
OSS
OxAM
OxCORT

Context sensitive help can be accessed by clicking on the question mark displayed to the left of each item.

Allocation Report
This option allows you to produce a report which displays a list of students for your College, their appropriate ceremony details, plus extra details such as Matriculation Date and Research Submission dates where applicable.

Printing Reports

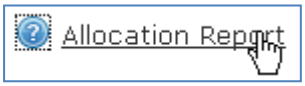
After you have run a report and retrieved the required data you can print out the information using your browser print icon. You can also download Student Ceremony requirements to a spreadsheet.

5. The Allocation Report

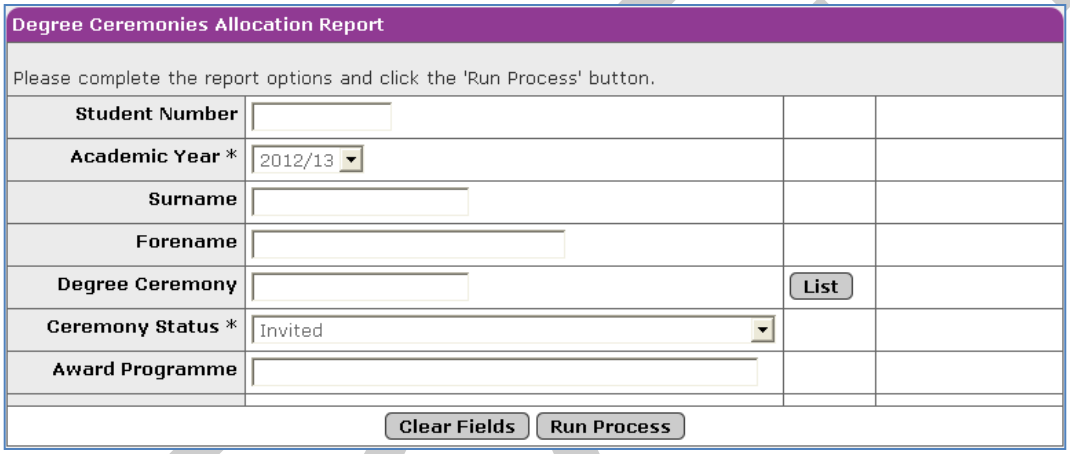
The **Allocation Report** enables college staff to verify that all their eligible students, ie: final year Undergraduate (UG) and Post Graduate Taught (PGT) students have been invited to book onto a ceremony. At this stage the Ceremony Status for each student will be **Invited.** If a college finds a discrepancy in the Allocation Report they should contact the Degree Conferrals Office for advice.

Once students have been invited to book onto a ceremony, staff may also use this report to retrieve a list of students who have made a booking. In this case the student's Ceremony Status will change to **Attending.** The list may also be filtered by ceremony.

- Click on the link **Allocation Report**



The **Allocation Report** screen will be displayed



- Enter the required data:

  Student Code: may be left blank

  Academic Year: mandatory field

  Surname and **Forename:** may be left blank

  Ceremony: leave blank for all ceremonies, or enter a code (see steps below on searching for a code)

  Ceremony Status: mandatory field: select from the List of Values

  Award Programme: may be left blank

- If the ceremony code is not known click on

to display the complete list of available ceremonies

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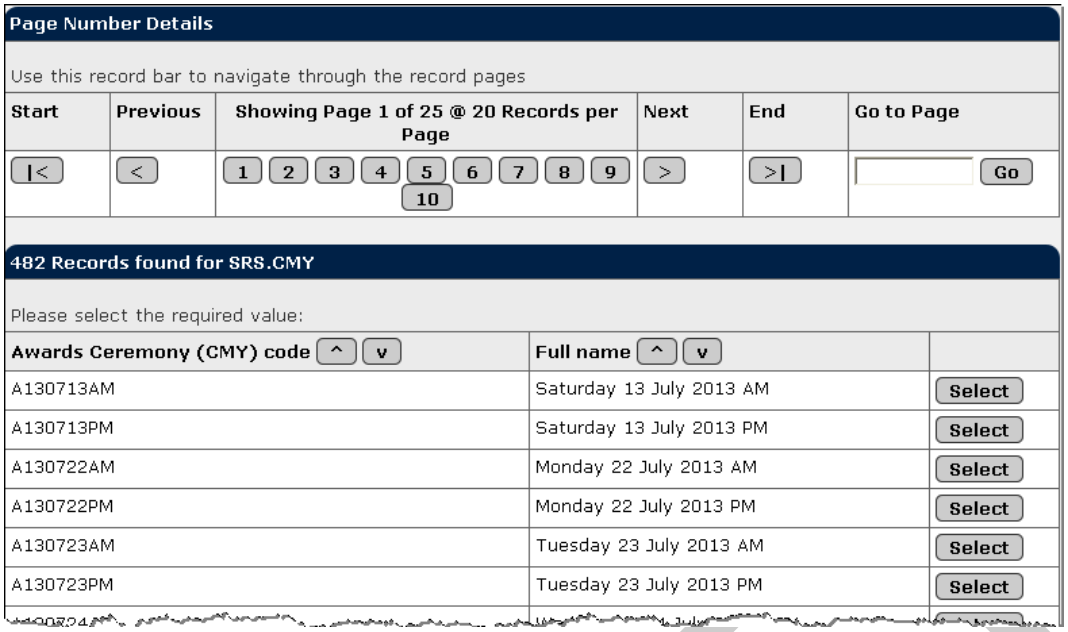
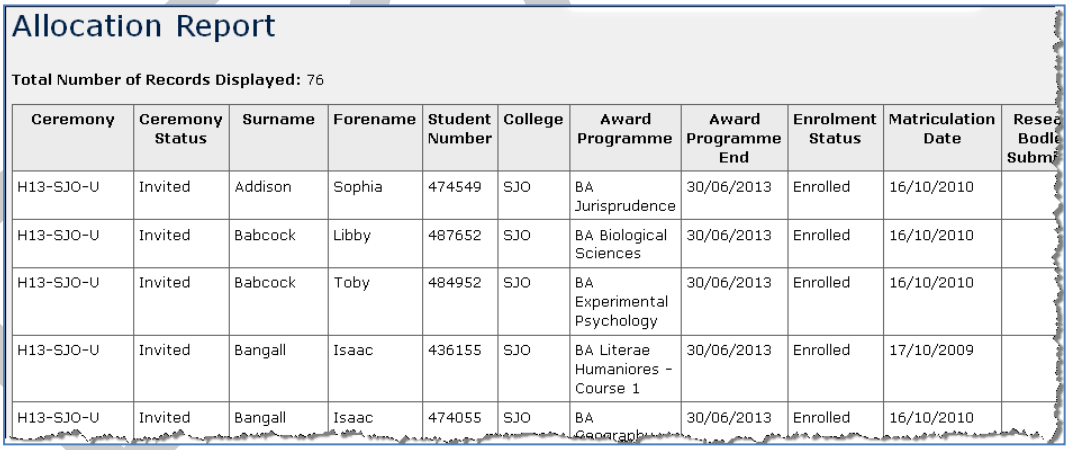

Page Number Details
Use this record bar to navigate through the record pages
Start
Previous
Showing Page 1 of 25 @ 20 Records per Page
Next
End
Go to Page
|<
<
1 2 3 4 5 6 7 8 9 10
>
>|
Go
482 Records found for SRS.CMY
Please select the required value:
Awards Ceremony (CMY) code
Full name
A130713AM Saturday 13 July 2013 AM Select
A130713PM Saturday 13 July 2013 PM Select
A130722AM Monday 22 July 2013 AM Select
A130722PM Monday 22 July 2013 PM Select
A130723AM Tuesday 23 July 2013 AM Select
A130723PM Tuesday 23 July 2013 PM Select

- You can scroll through the list or use the navigation buttons
- When the required ceremony is displayed, click on Select adjacent to the required ceremony to return to the **Allocation Report** screen. The Ceremony field will be populated with the selected ceremony code.

  or

- Click on Cancel to return to the **Allocation Report** screen without selecting a Degree Ceremony.
- In the **Allocation Report** screen click on Run Process to retrieve the required information


Allocation Report
Total Number of Records Displayed: 76
Ceremony | Ceremony Status | Surname | Forename | Student Number | College | Award Programme | Award Programme End | Enrolment Status | Matriculation Date
H13-SJO-U | Invited | Addison | Sophia | 474549 | SJO | BA Jurisprudence | 30/06/2013 | Enrolled | 16/10/2010
H13-SJO-U | Invited | Babcock | Libby | 487652 | SJO | BA Biological Sciences | 30/06/2013 | Enrolled | 16/10/2010
H13-SJO-U | Invited | Babcock | Toby | 484952 | SJO | BA Experimental Psychology | 30/06/2013 | Enrolled | 16/10/2010
H13-SJO-U | Invited | Bangall | Isaac | 436155 | SJO | BA Literae Humaniores - Course 1 | 30/06/2013 | Enrolled | 17/10/2009
H13-SJO-U | Invited | Bangall | Isaac | 474055 | SJO | BA Geograph | 30/06/2013 | Enrolled | 16/10/2010

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To return to the Degree Ceremonies menu, click on

on the left hand side of the screen.

	Do not click on the browser back button

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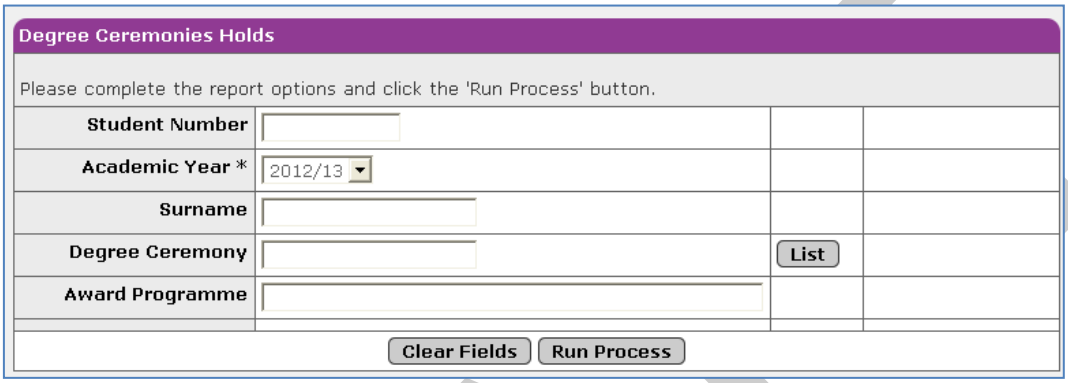
6. College and University Holds

Colleges will be able to apply or remove College Holds and view all University Holds.

Students will be able to book onto a ceremony even if they have a hold on their record, but they will not be able to attend the ceremony.

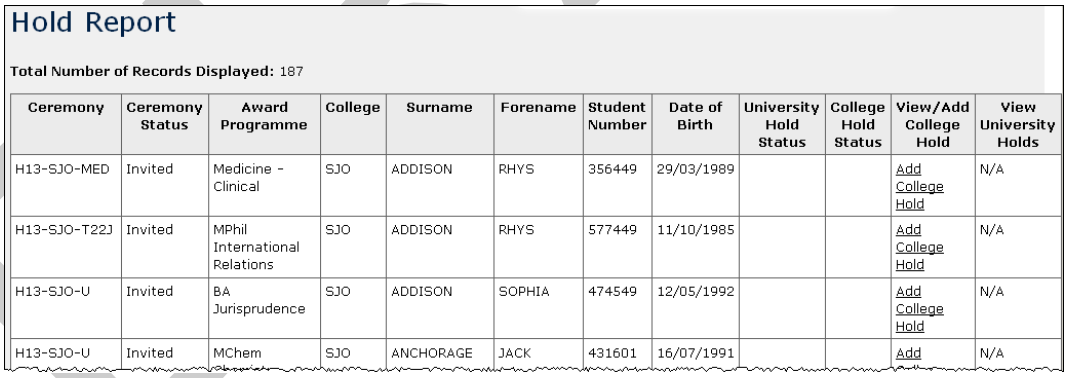
- Click on the link College and University Holds

The **Degree Ceremonies Holds** screen will be displayed



- The **Academic Year** field is mandatory so must be populated with the year
- Enter the required values or leave all other fields blank to retrieve all students
- Click on Clear Fields to return to the default values or Run Process to retrieve the required data

A student or list of students will be displayed



Hold Report

Total Number of Records Displayed: 187

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	29/03/1989			Add College Hold	N/A
H13-SJO-T22J	Invited	MPhil International Relations	SJO	ADDISON	RHYS	577449	11/10/1985			Add College Hold	N/A
H13-SJO-U	Invited	BA Jurisprudence	SJO	ADDISON	SOPHIA	474549	12/05/1992			Add College Hold	N/A
H13-SJO-U	Invited	MChem	SJO	ANCHORAGE	JACK	431601	16/07/1991			Add	N/A

If a student has a University Hold a link **Click here** will be displayed. If there is no University Hold, **N/A** will be displayed.

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Viewing University Holds

- Click on Click here in the View University Holds column

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-R	Invited	DPhil Physical and Theoretical Chemistry	SJO	CHIPPENHAM	OSCAR	281947	24/11/1986			Add College Hold	Click here

The Student Person Details data screen will be displayed showing any holds on the student's record. This is for information only. Colleges cannot amend the data.

Student Personal Details data

Student Number	Hold Type	Hold Date	Hold Notes	Hold Flag
281947 Oscar Jacob Chippenham	HD_HARDSHP	05/Oct/2012	HD_HARDSHP	

To return to the list of students

- Click on Back to College Hold List

Adding a Hold

- Click on the **Add College Hold** in the View/Add College Hold column.

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-R	Invited	DPhil Physical and Theoretical Chemistry	SJO	CHIPPENHAM	OSCAR	281947	24/11/1986			Add College Hold	Click here

The **College Holds Maintenance** screen will be displayed

Student Personal Details data

Student Number	Hold Type	Updated Date	Hold Notes	Hold Flag
356449 Rhys James Addison	HD_COLLEGE	26/Oct/2012		Yes

- Enter the details in the **Hold Notes** field
- Select Yes in the **Hold Flag** field
- Click on Store to save the changes.

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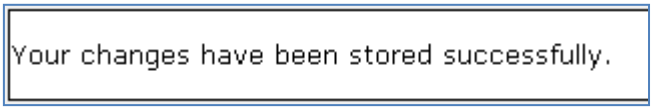
The following confirmation will appear



- Click on

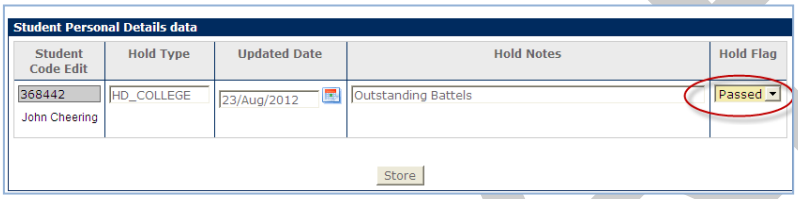
to return to the list

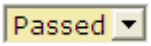
The student record will be flagged with Held and the link in the View/Add College Hold column will have changed to **View College Hold**

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	29/03/1989		Held	View College Hold	N/A

Removing a College Hold

- Click on **View College Hold**



- Select 

from the **Hold Flag** field
- Click on

to save the changes

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	29/03/1989		Passed	View College Hold	N/A

The College Hold status will change to Passed

To return to the Degree Ceremonies menu, click on

on the left hand side of the screen.

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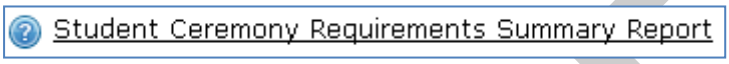
7. Student Ceremony Requirements Summary Report

When students log into eVision, they will have the option to either book onto a ceremony and specify their requirements, select In Absentia or Decline to book onto a ceremony. If they select In Absentia they will be allocated to the next available ceremony regardless of whether their college is presenting at that ceremony. If they select Decline, their record will be managed as an historic graduand. They will not have the option to book themselves onto a ceremony at a later date.

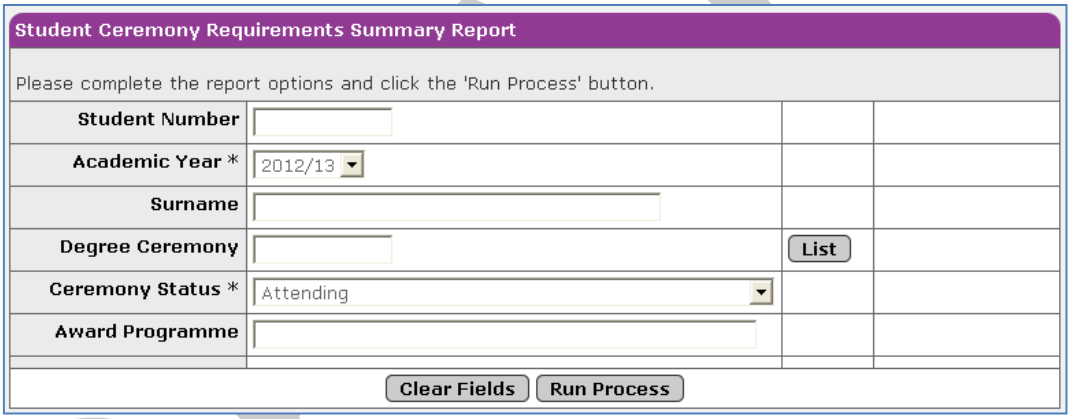
The Student Ceremony Requirements Summary Report option enables Colleges to view a summary of a student's requirements. (To view all the student's requirements and details see section 7. Downloading the Student Ceremony Requirements Report)

To view the requirements:

- Click on the link Student Ceremony Requirements Summary Report



The Student Ceremony Requirements View screen will be displayed.



- Enter the required values or leave blank for all students
- Click on Clear Fields to return to the default values or Run Process to retrieve the required data

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The student or a list of students and their current status will be displayed.

Ceremony	Ceremony Status	Award Progamme	Surname	Forename	Title	Student Number	Address	Home Phone Number	Work Phone Number	Mobile Phone Number	No. of Guaranteed Ceremony Tickets	Extra Ceremony Tickets	No. of Lunch Guests (incl. grad.)	No. Lunch Guests - TRI	Visa Required	Additional Comments / Requirements	G Rec
H13-TRI-U	Invited	BA History	Nayaug	Hayden	MR	472388	Flat 19 Haydens Road Somewhere Within Oxford OX1 2EP	12345678		9876543							Nos

In the example above Nayaug Hayden's status is **Invited,** which means he has been sent an email inviting him to book onto a ceremony, but has yet to do so.

Ceremony	Ceremony Status	Award Progamme	Surname	Forename	Title	Student Number	Address	Home Phone Number	Work Phone Number	Mobile Phone Number	No. of Guaranteed Ceremony Tickets	Extra Ceremony Tickets	No. of Lunch Guests (incl. grad.)	No. Lunch Guests - TRI	Visa Required	Additional Comments / Requirements
A130726AM	Attending	BA History	Nayaug	Hayden	MR	472388	Flat 19 Haydens Road Somewhere Within Oxford OX1 2EP	12345678		9876543	3	2		5	N	

In this example Nayaug Hayden has booked onto a ceremony, and his status has changed to **Attending.** He has also requested 2 additional Guest Tickets. He may change his requirements at any time up to 15 days for the ceremony, but he cannot change the date. If he wishes to change the date he must first contact his college for approval.

To return to the Degree Ceremonies menu, click on

on the left hand side of the screen.

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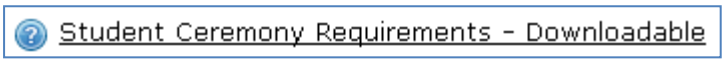
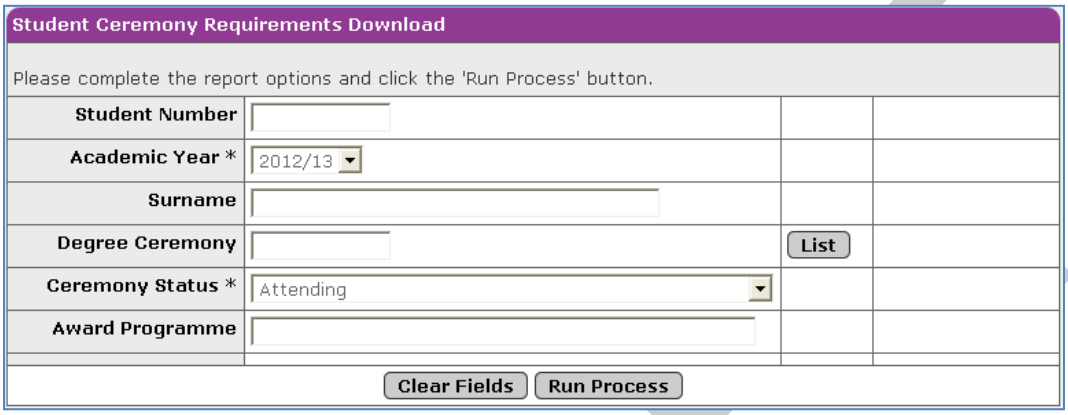
8. Downloading the Student Ceremony Requirements Report

This report will download all the student's requirements and details into an Excel spreadsheet.

- Click on the link Student Ceremony Requirements - Downloadable

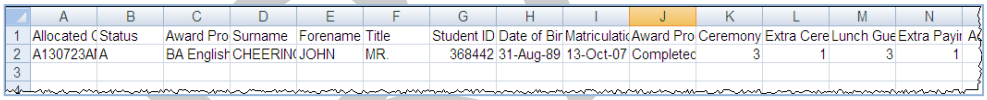


The **Student Ceremony Requirements Download** screen will be displayed.



- Enter the required values or leave blank for all students
- Click on to retrieve the required data.

The data will be exported to an Excel Spreadsheet. The data can then be manipulated, or saved in the usual way.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Allocated C	Status	Award Pro	Surname	Forename	Title	Student ID	Date of Bir	Matriculatic	Award Pro	Ceremony	Extra Cere	Lunch Gue	Extra Payir
2	A130723A	A	BA English	CHEERIN	JOHN	MR.	368442	31-Aug-89	13-Oct-07	Completec	3	1	3	1
3														

If using **Firefox** the data must first be saved to the desktop or other convenient location, and then opened up in Excel.

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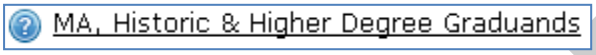
9. MA, Historic and Higher Degree Graduands

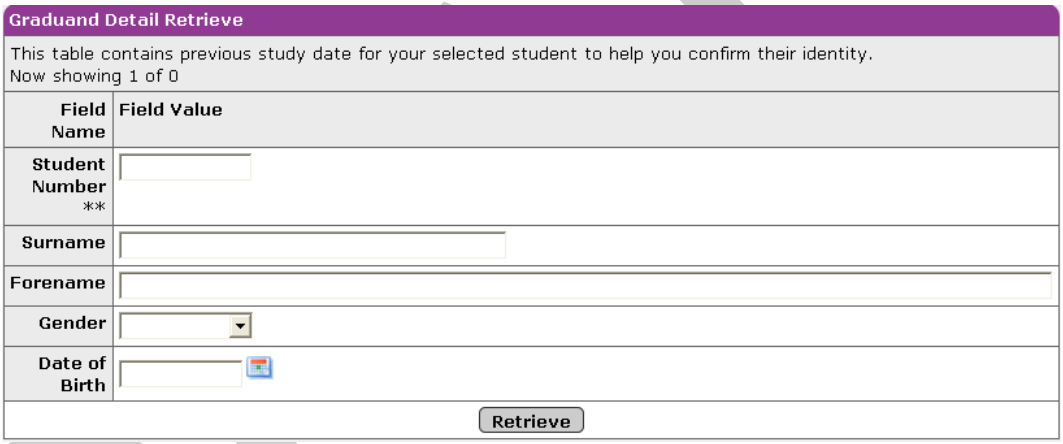
MA candidates and Historic Graduands will not be able to log in and book onto a ceremony. Instead they should contact their College, indicated their preferred date. The College will then add their name to a waiting list so that the Degree Conferrals Office can add them to a ceremony taking into account the preferred date. The College will receive a confirmation email once they have added them to the waiting list.

	Before adding an MA candidate or historic graduand to a waiting list you should verify that the award is genuine. If you have any concerns about authenticity contact the Degree Conferrals Office.

- Click on the link MA, Historic & Higher Degree Graduands



The **Graduand Detail Retrieve** screen will be displayed



- Enter the required student details or leave blank to retrieve a complete list
- Click on .

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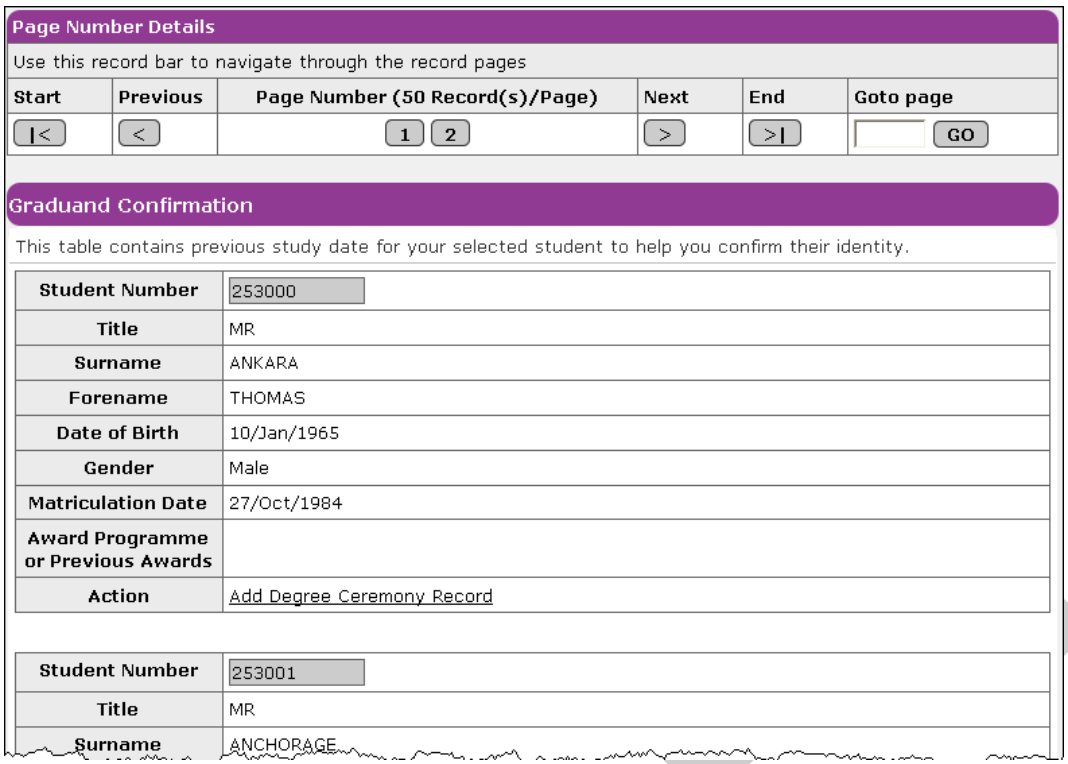
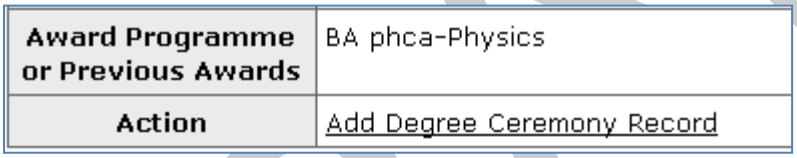
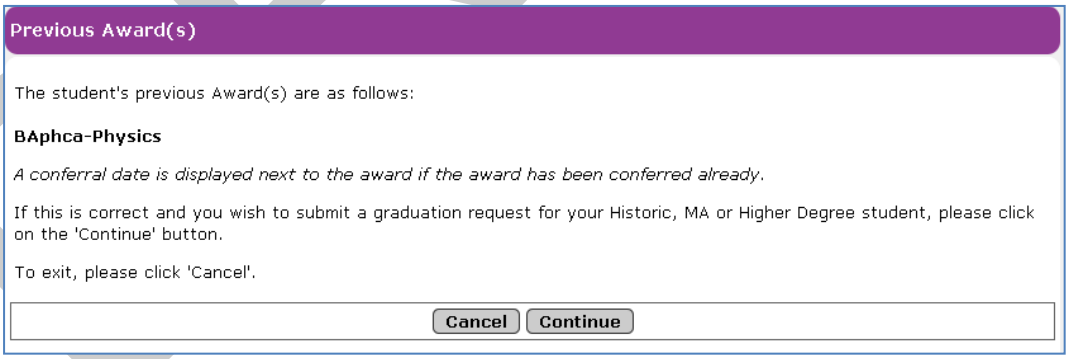
A record or list of records will be displayed



- Click on the link Add Degree Ceremony Record



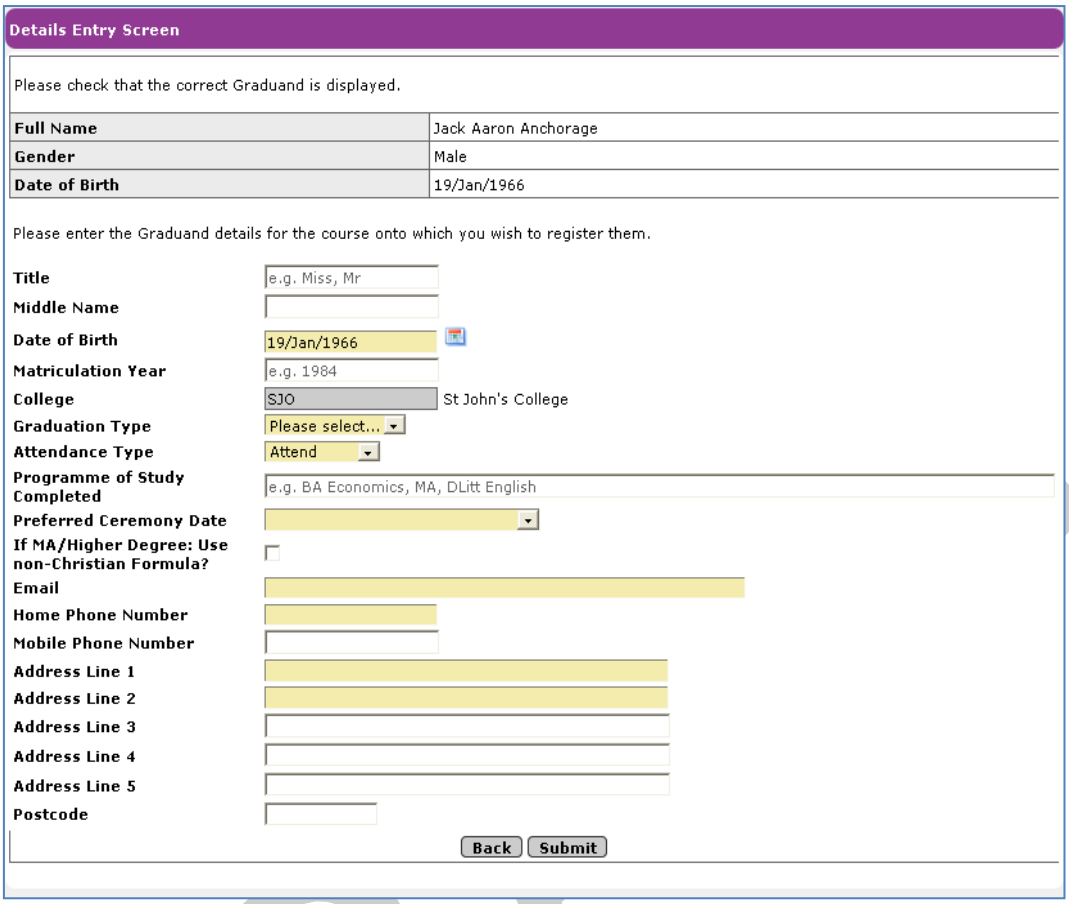
Confirmation of the student's previous awards will appear, and the option to confirm or cancel the process.


Previous Award(s)
The student's previous Award(s) are as follows:
BAphca-Physics
A conferral date is displayed next to the award if the award has been conferred already.
If this is correct and you wish to submit a graduation request for your Historic, MA or Higher Degree student, please click on the 'Continue' button.
To exit, please click 'Cancel'.
Cancel
Continue

- Click on

.

The **Details Entry Screen** will be displayed



- Verify that the correct person has been retrieved. Ensure that the award is genuine and that the student studied at Oxford. If you have any concerns contact the Degree Conferrals Office
- Complete all yellow (mandatory) fields and other information as required
- Click on Submit or Back to return to the **previous awards** screen

	The address should be the contact address to which the certificate will be sent.

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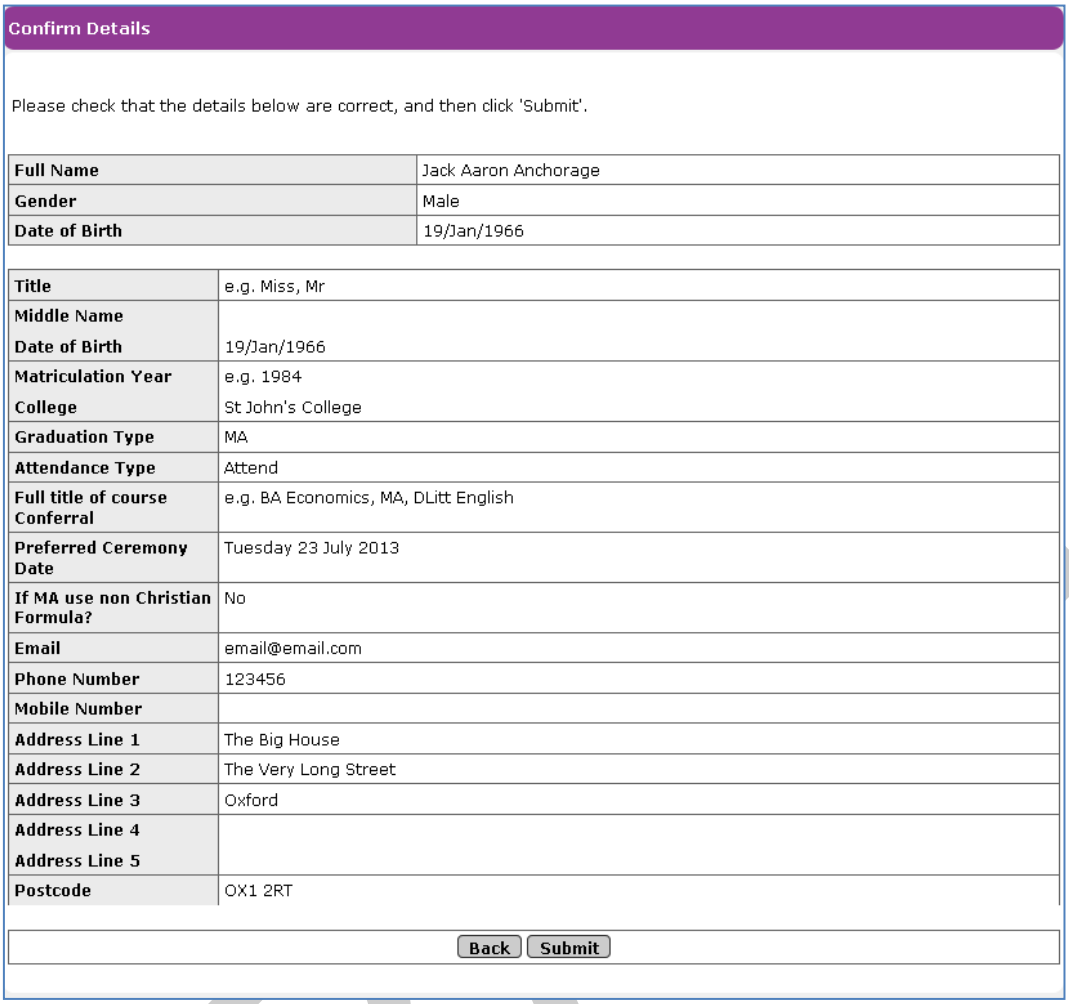
The **Confirm Details** screen will be displayed



Confirm Details

Please check that the details below are correct, and then click 'Submit'.

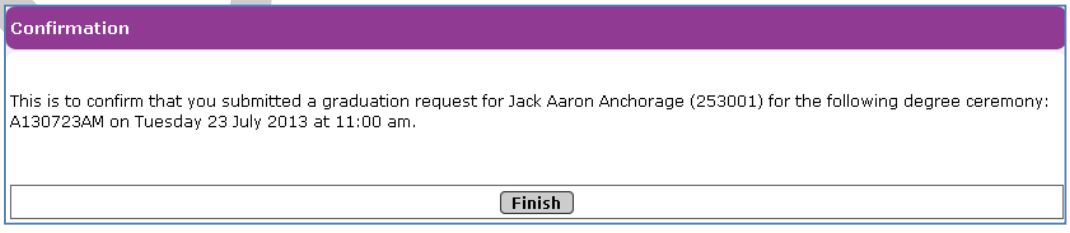
Full Name	Jack Aaron Anchorage
Gender	Male
Date of Birth	19/Jan/1966

Title	e.g. Miss, Mr
Middle Name	
Date of Birth	19/Jan/1966
Matriculation Year	e.g. 1984
College	St John's College
Graduation Type	MA
Attendance Type	Attend
Full title of course Conferral	e.g. BA Economics, MA, DLitt English
Preferred Ceremony Date	Tuesday 23 July 2013
If MA use non Christian Formula?	No
Email	email@email.com
Phone Number	123456
Mobile Number	
Address Line 1	The Big House
Address Line 2	The Very Long Street
Address Line 3	Oxford
Address Line 4	
Address Line 5	
Postcode	OX1 2RT

Back Submit

- Verify that the details have been recorded correctly
- Click on Back if further changes are required
- Click on Submit to save the record

A confirmation message will be displayed



Confirmation

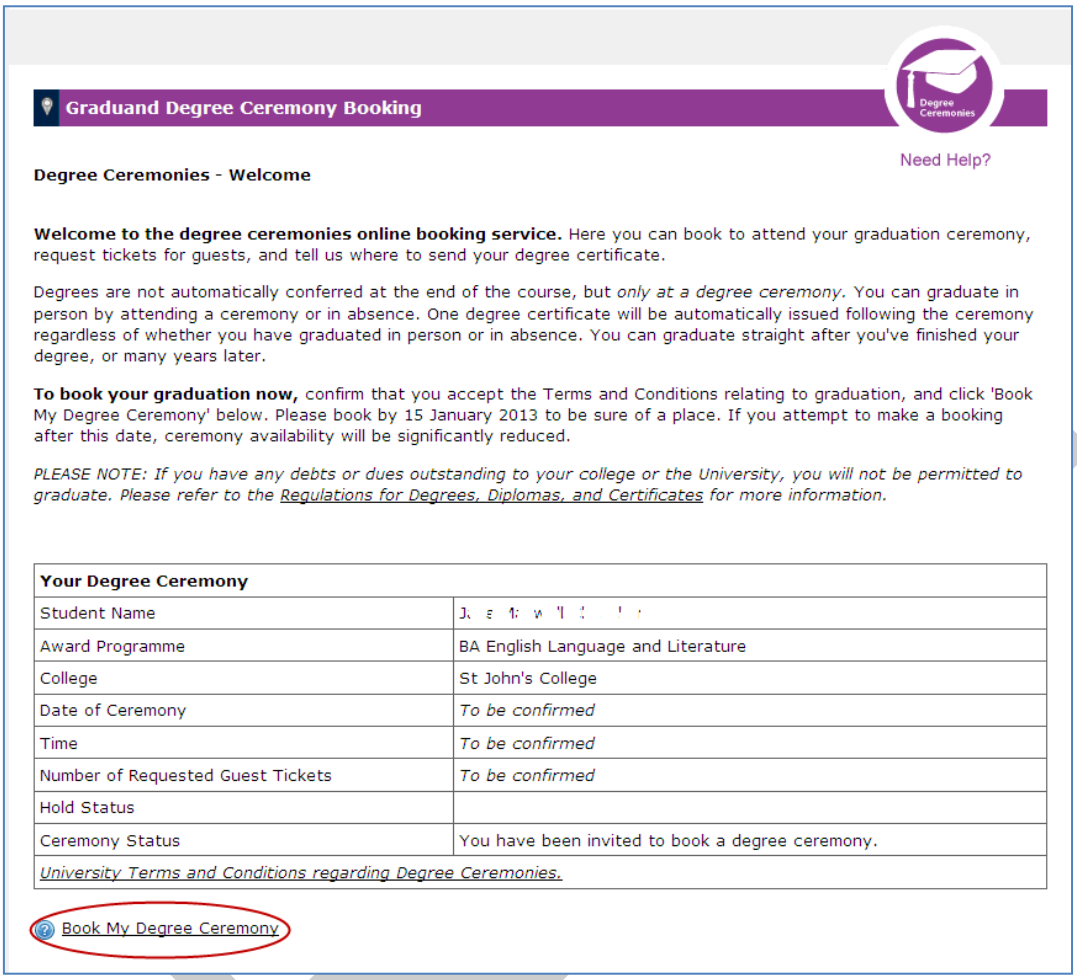
This is to confirm that you submitted a graduation request for Jack Aaron Anchorage (253001) for the following degree ceremony: A130723AM on Tuesday 23 July 2013 at 11:00 am.

Finish

- Click on Finish to complete the process and return to the Degree Ceremonies main menu.

10. Appendix – What the Student sees

When a student logs in and click on the Degree Ceremonies link they are taken to the Degree Ceremonies – Welcome screen.



Graduand Degree Ceremony Booking

Need Help?

Degree Ceremonies - Welcome

Welcome to the degree ceremonies online booking service. Here you can book to attend your graduation ceremony, request tickets for guests, and tell us where to send your degree certificate.

Degrees are not automatically conferred at the end of the course, but *only at a degree ceremony*. You can graduate in person by attending a ceremony or in absence. One degree certificate will be automatically issued following the ceremony regardless of whether you have graduated in person or in absence. You can graduate straight after you've finished your degree, or many years later.

To book your graduation now, confirm that you accept the Terms and Conditions relating to graduation, and click 'Book My Degree Ceremony' below. Please book by 15 January 2013 to be sure of a place. If you attempt to make a booking after this date, ceremony availability will be significantly reduced.

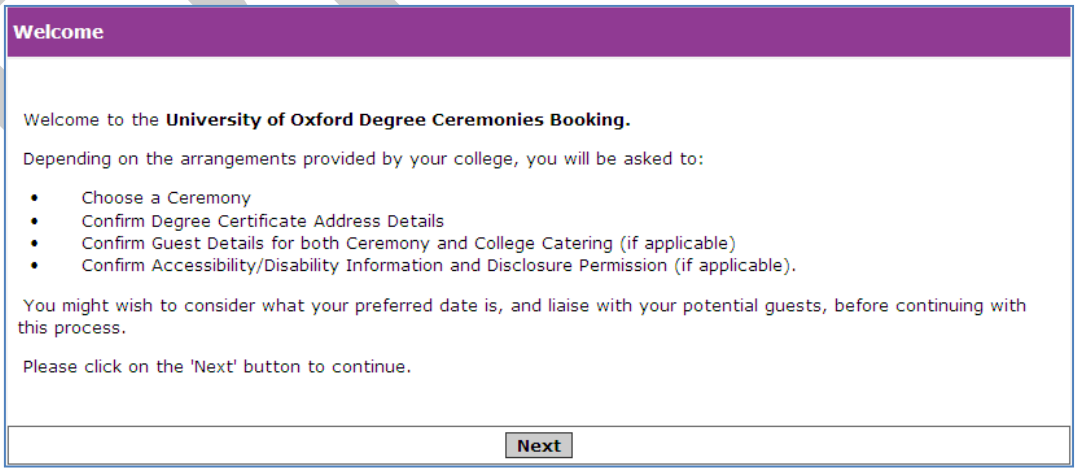
PLEASE NOTE: If you have any debts or dues outstanding to your college or the University, you will not be permitted to graduate. Please refer to the Regulations for Degrees, Diplomas, and Certificates for more information.

Your Degree Ceremony	
Student Name	J. [illegible]
Award Programme	BA English Language and Literature
College	St John's College
Date of Ceremony	*To be confirmed*
Time	*To be confirmed*
Number of Requested Guest Tickets	*To be confirmed*
Hold Status	
Ceremony Status	You have been invited to book a degree ceremony.
University Terms and Conditions regarding Degree Ceremonies.	

Book My Degree Ceremony

If they have been invited to a Degree Ceremony, they will see a link to the booking page.

When they click on this link a message page appears:



Welcome

Welcome to the **University of Oxford Degree Ceremonies Booking.**

Depending on the arrangements provided by your college, you will be asked to:

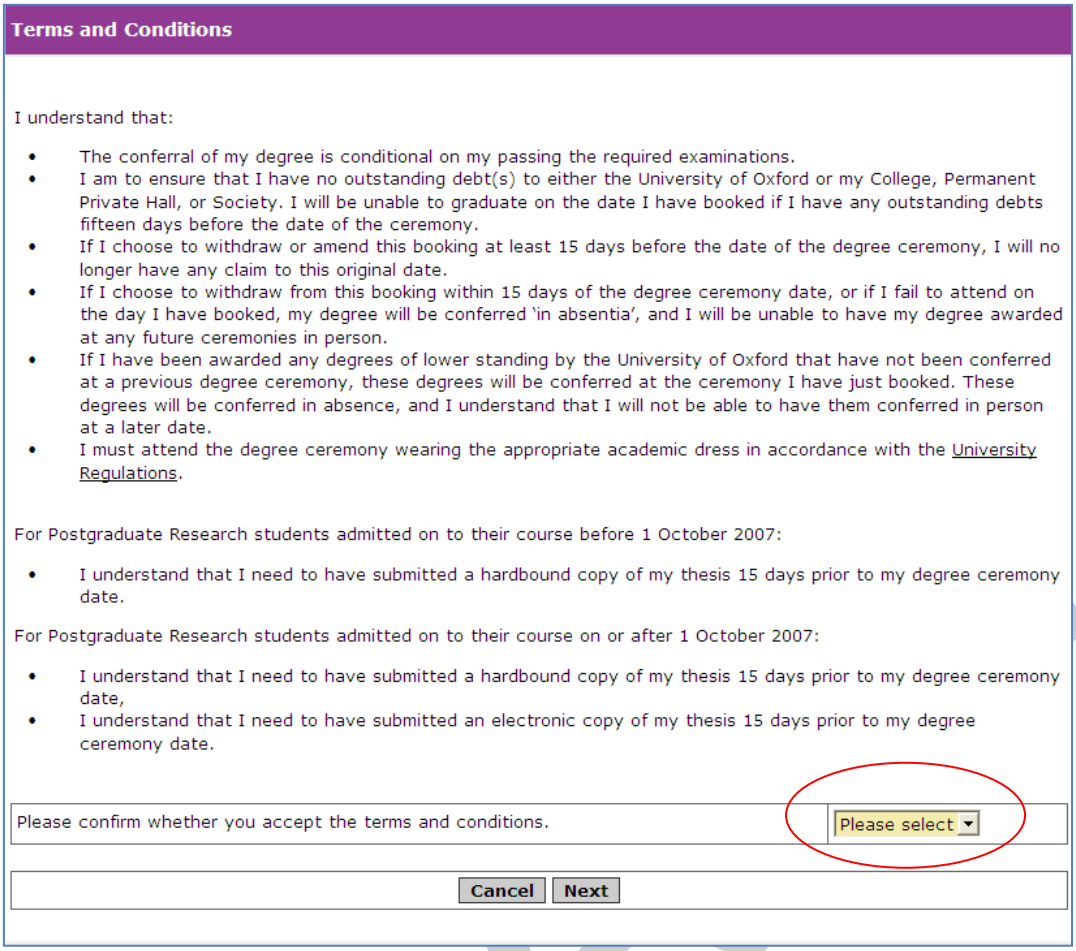
- Choose a Ceremony
- Confirm Degree Certificate Address Details
- Confirm Guest Details for both Ceremony and College Catering (if applicable)
- Confirm Accessibility/Disability Information and Disclosure Permission (if applicable).

You might wish to consider what your preferred date is, and liaise with your potential guests, before continuing with this process.

Please click on the 'Next' button to continue.

Next

The **Next** button takes them to the Terms and Conditions.


Terms and Conditions
I understand that:
The conferral of my degree is conditional on my passing the required examinations.
I am to ensure that I have no outstanding debt(s) to either the University of Oxford or my College, Permanent Private Hall, or Society. I will be unable to graduate on the date I have booked if I have any outstanding debts fifteen days before the date of the ceremony.
If I choose to withdraw or amend this booking at least 15 days before the date of the degree ceremony, I will no longer have any claim to this original date.
If I choose to withdraw from this booking within 15 days of the degree ceremony date, or if I fail to attend on the day I have booked, my degree will be conferred 'in absentia', and I will be unable to have my degree awarded at any future ceremonies in person.
If I have been awarded any degrees of lower standing by the University of Oxford that have not been conferred at a previous degree ceremony, these degrees will be conferred at the ceremony I have just booked. These degrees will be conferred in absence, and I understand that I will not be able to have them conferred in person at a later date.
I must attend the degree ceremony wearing the appropriate academic dress in accordance with the University Regulations.
For Postgraduate Research students admitted on to their course before 1 October 2007:
I understand that I need to have submitted a hardbound copy of my thesis 15 days prior to my degree ceremony date.
For Postgraduate Research students admitted on to their course on or after 1 October 2007:
I understand that I need to have submitted a hardbound copy of my thesis 15 days prior to my degree ceremony date,
I understand that I need to have submitted an electronic copy of my thesis 15 days prior to my degree ceremony date.
Please confirm whether you accept the terms and conditions.
Please select
Cancel
Next

They must confirm they agree to the terms and conditions before proceeding any further by selecting **Yes** from the drop down menu. They can then click on **Next** to continue.

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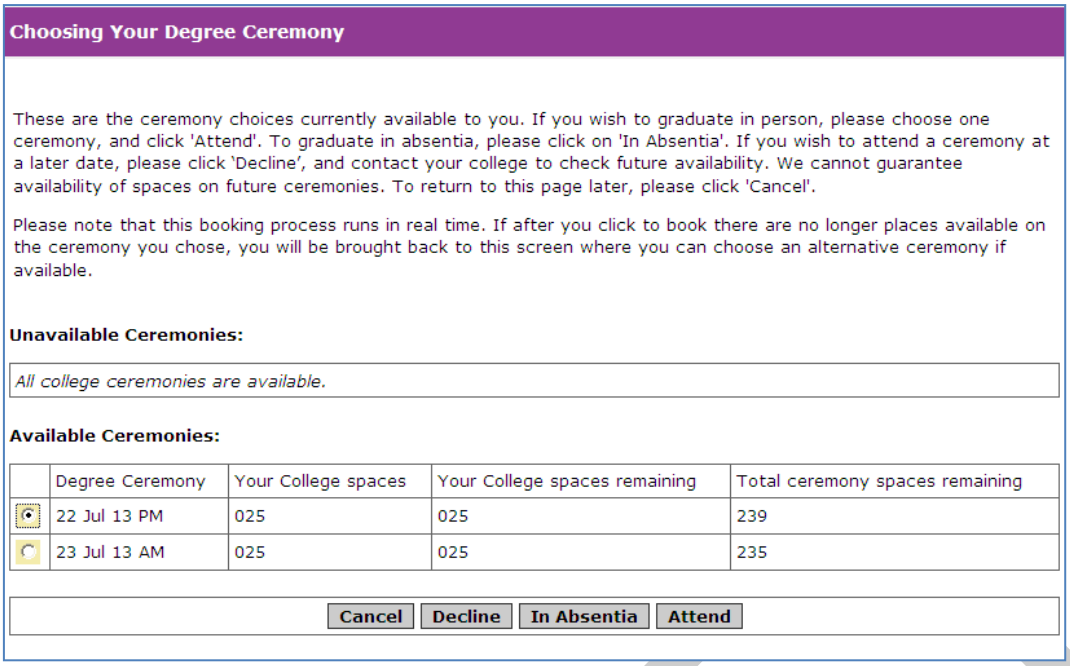
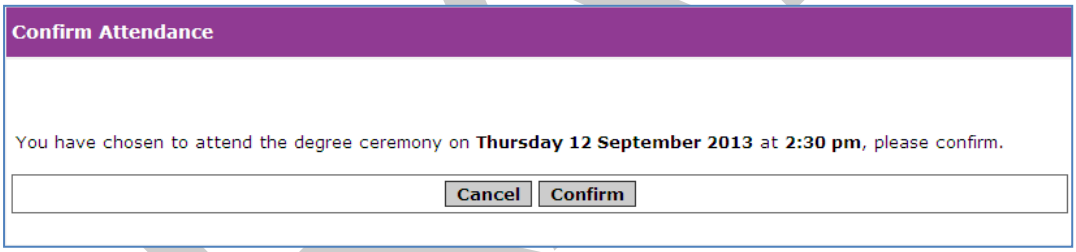

Choosing Your Degree Ceremony
These are the ceremony choices currently available to you. If you wish to graduate in person, please choose one ceremony, and click 'Attend'. To graduate in absentia, please click on 'In Absentia'. If you wish to attend a ceremony at a later date, please click 'Decline', and contact your college to check future availability. We cannot guarantee availability of spaces on future ceremonies. To return to this page later, please click 'Cancel'.
Please note that this booking process runs in real time. If after you click to book there are no longer places available on the ceremony you chose, you will be brought back to this screen where you can choose an alternative ceremony if available.
Unavailable Ceremonies:
All college ceremonies are available.
Available Ceremonies:
Degree Ceremony
Your College spaces
Your College spaces remaining
Total ceremony spaces remaining
22 Jul 13 PM
025
025
239
23 Jul 13 AM
025
025
235
Cancel
Decline
In Absentia
Attend

The student will be presented with a list of ceremonies at which their college is presenting. They have the option to select **Cancel, Decline, In Absentia, or Attend.**

If they click on a ceremony and select **Attend** they will be asked to cancel or confirm their option.


Confirm Attendance
You have chosen to attend the degree ceremony on Thursday 12 September 2013 at 2:30 pm, please confirm.
Cancel
Confirm

A screen will be displayed showing the contact details currently held by the college. They will be asked to confirm the address to which their Degree Certificate should be sent, if this is different from the address shown and enter a current (non-University) email address. And finally **Next** to proceed to the next screen.

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Confirm Contact Details

This is the address we currently hold for you, and to which we will send your **degree certificate** after the ceremony. Please confirm that this is the address you would like us to use, or edit the address, and then confirm it is correct.

Address line 1	THE BIG HOUSE
Address Line 2	THE LONG STREET
Address Line 3	SNOWY TOWN
Address Line 4	OXFORDSHIRE
Address Line 5	
Postcode	OX5 3AX
Contact number	12345678
Contact Mobile Number	23456789
Work Number	
Please provide an e-mail address that can be used for all communications regarding the graduation ceremonies. This should be a NON-OXFORD email address.	
Email	avril.harrison@it.ox.ac.uk
Please confirm that this address is now correct	Yes

*Note: All fields highlighted in **yellow** are mandatory and must be answered before you can proceed.*

Next

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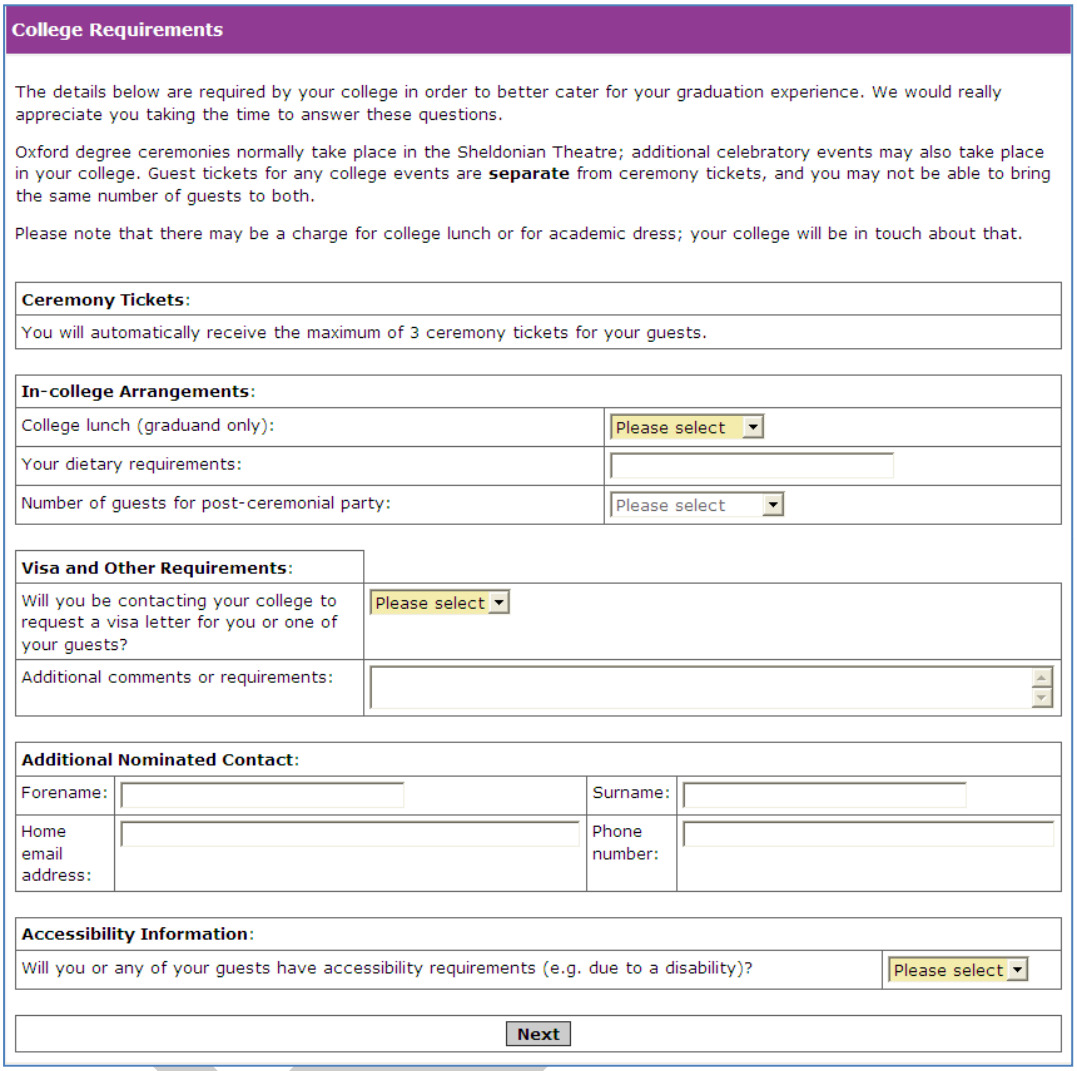
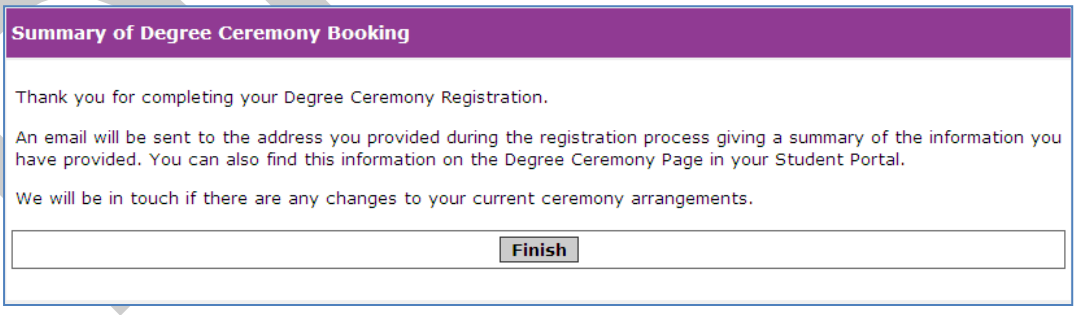
The student will then be asked to confirm their College Requirements, including any accessibility requirements for both themselves and their guests.

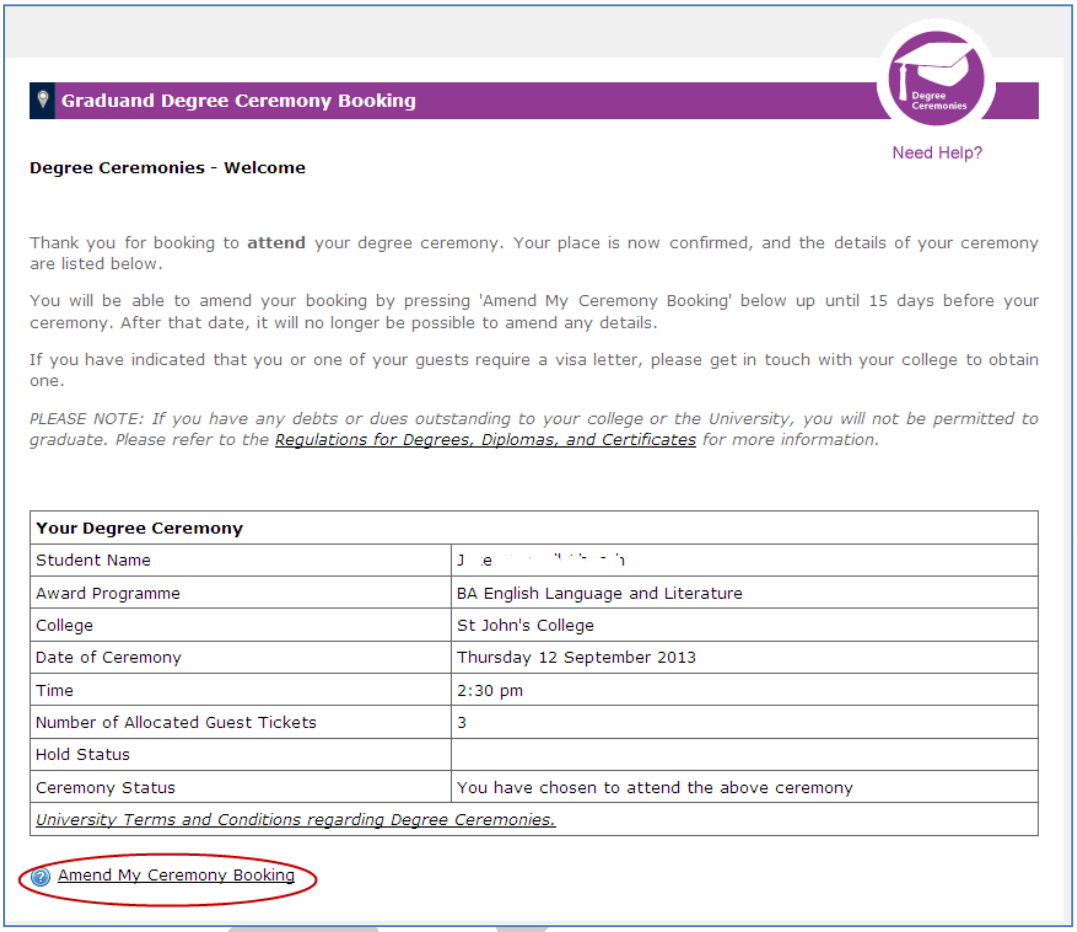

College Requirements
The details below are required by your college in order to better cater for your graduation experience. We would really appreciate you taking the time to answer these questions.
Oxford degree ceremonies normally take place in the Sheldonian Theatre; additional celebratory events may also take place in your college. Guest tickets for any college events are separate from ceremony tickets, and you may not be able to bring the same number of guests to both.
Please note that there may be a charge for college lunch or for academic dress; your college will be in touch about that.
Ceremony Tickets:
You will automatically receive the maximum of 3 ceremony tickets for your guests.
In-college Arrangements:
College lunch (graduand only):
Please select
Your dietary requirements:
Number of guests for post-ceremonial party:
Please select
Visa and Other Requirements:
Will you be contacting your college to request a visa letter for you or one of your guests?
Please select
Additional comments or requirements:
Additional Nominated Contact:
Forename:
Surname:
Home email address:
Phone number:
Accessibility Information:
Will you or any of your guests have accessibility requirements (e.g. due to a disability)?
Please select
Next

A message will appear advising them that an email confirmation will be sent to them.


Summary of Degree Ceremony Booking
Thank you for completing your Degree Ceremony Registration.
An email will be sent to the address you provided during the registration process giving a summary of the information you have provided. You can also find this information on the Degree Ceremony Page in your Student Portal.
We will be in touch if there are any changes to your current ceremony arrangements.
Finish

When students click on **Finish** to complete the process, they will be returned to the Degree Ceremonies home page.

The text will have changed, and there will be an option to amend their requirements. Amendments can be made up to 15 days before the ceremony.



Graduand Degree Ceremony Booking

Need Help?

Degree Ceremonies - Welcome

Thank you for booking to **attend** your degree ceremony. Your place is now confirmed, and the details of your ceremony are listed below.

You will be able to amend your booking by pressing 'Amend My Ceremony Booking' below up until 15 days before your ceremony. After that date, it will no longer be possible to amend any details.

If you have indicated that you or one of your guests require a visa letter, please get in touch with your college to obtain one.

PLEASE NOTE: If you have any debts or dues outstanding to your college or the University, you will not be permitted to graduate. Please refer to the Regulations for Degrees, Diplomas, and Certificates for more information.

Your Degree Ceremony	
Student Name	J e
Award Programme	BA English Language and Literature
College	St John's College
Date of Ceremony	Thursday 12 September 2013
Time	2:30 pm
Number of Allocated Guest Tickets	3
Hold Status	
Ceremony Status	You have chosen to attend the above ceremony
University Terms and Conditions regarding Degree Ceremonies.	

Amend My Ceremony Booking

The process of booking onto a ceremony is now complete.

11. Document Revision History

Date	Version Number	Summary of Changes	
29/10/12	0.6	Final draft before uploading to website	AEH

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